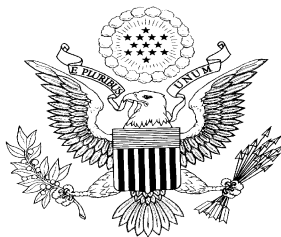


**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF TEXAS**



PRIVACY NOTICE
Availability of Private and Sensitive Case Information via the Internet

Users of the court's Internet public access to electronic records system ("ECF/PACER") have access to the full text of certain court documents. Any person holding an ECF/PACER login and password may read, download, store, and print such documents, even if the person is not a party to, or an attorney appearing in, the case.

The following documents will not be available for inspection through ECF/PACER: a sealed document, a document in a social security case, and any document in a criminal case that the Judicial Conference has determined should not be in a public case file, such as an unexecuted summons or warrant, the statement of reasons in a judgment of conviction, and a financial affidavit filed in seeking representation pursuant to the Criminal Justice Act.

An attorney or pro se party should not include private or sensitive information in any document filed with the court—whether filed traditionally (in paper) or electronically—unless such inclusion is necessary to the case. If a social security number, tax identification number, a minor's name, a person's birth date, or a financial account number must be included, include only

- (1) the last four digits of the social security number or tax identification number;
- (2) the minor's initials;
- (3) the year of birth; or
- (4) the last four digits of the financial account number.

In a criminal case, if a home address must be included, only the city and state should be included.

Because filings may also contain information implicating not only privacy but also personal security concerns, an attorney or pro se party should also exercise caution when filing a document that contains any of the following information:

1. Medical records, treatment, and diagnosis;
2. Employment history;
3. Individual financial information;
4. Proprietary or trade secret information;
5. Information regarding the victim of any criminal activity;
6. National security information;
7. Sensitive security information as described in 49 U.S.C. § 114(s); or
8. Information regarding an individual's cooperation with the government.

Under the E-Government Act of 2002, an attorney or pro se party wishing to file a document containing private or sensitive information may, in addition to filing a redacted copy, file the document, or a reference list, under seal. A reference list is a document that identifies each item of redacted information and specifies an appropriate identifier that uniquely corresponds to each item of redacted information listed.

Attorneys are strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. **It is the sole responsibility of attorneys and parties to make any redactions and to decide whether or not to file a document under seal.** The clerk will not review any filing for redaction.

This notice is provided to assist attorneys and pro se parties in addressing privacy and security concerns. It does not modify or affect a national or local rule of procedure or the authority of a judge of the court to order the parties in a specific case to proceed in a manner different from what is set out in this notice.

If you have any questions concerning this notice, please contact the district clerk's office.